

Charter of the University of California, San Diego Student Fee Advisory Committee

I. REFERENCES

- A. Regents Item 509 of October 13, 1976
- B. Chancellor's Charge Letter of July 12, 1977
- C. UCSD Policy and Procedure Manual, Section 10-7
- D. UC Council on Student Fees Charter, Bylaws, and Standing Policies
- E. Regents Item J1 of May 20, 2010

II. PURPOSE

- A. This Charter shall be adhered to by the Student Fee Advisory Committee (hereafter referred to as the "Committee") and shall serve as the primary document for all Committee functions. The principal role of the Committee is to evaluate Student Services Fee-funded units and make recommendations on the overall usage of the revenue generated (based on enrollment) by the Student Services Fee (formerly, the Registration Fee).
- B. The Committee will ensure that the proposed Student Services Fee uses are in the best interests of the University and its students, and in compliance with existing policies and guidelines. The Committee will deliver its overall annual program recommendations to the Vice Chancellor-Student Affairs & Campus Life (VASACL). After consultation with the Committee, the VASACL will forward the approved budget to the Chancellor.
- C. The Committee will advise and provide information to the campus community, especially students, regarding student services and the Committee's work.
- D. The Committee will assess the contributions that the services provide to students' lives, with the option of using new and existing program evaluations and student feedback.
 - 1. The Committee will exercise oversight over all uses of revenue generated (based on enrollment) by the Student Services Fee, to ensure benefit for students in a manner consistent with this Charter.
 - 2. The Committee will evaluate the quality of student services and programs provided by units and recommend ways to improve them, if necessary.

3. The Committee will endeavor to eliminate duplication of effort and control wasteful spending of funds in Student Affairs units.
 4. The Committee will adhere to and make recommendations for the expenditure of Student Services Fees consistent with Reference Items A-E as noted above.
 5. The Committee will identify areas that should have student contribution to their operation, evaluate existing levels of student input, and suggest new advisory boards where necessary.
 6. The Committee may make recommendations on services that are not funded by the Student Services Fee, including outside Student Affairs, at their discretion. Such services might include: Libraries, Housing and Dining Services, Parking, Registrar's Office, Financial Aid Office, Cashier's Office, and other units, departments, and offices that provide service to students, as deemed appropriate by the Committee. Such recommendations will be channeled to the VASACL, the Chancellor, and others where appropriate.
 7. When possible, the Committee will coordinate its work with existing advisory boards and committees.
- E. The Committee will evaluate all student fee referenda prior to endorsement by the VCSACL as per the working memorandum of understanding between the Committee and the office of the VCSACL (See supporting document I.B.b).
- F. The Committee may examine the use and implementation of miscellaneous student fees.
- G. The Committee may examine the use and implementation of user fees created by Student Services Fee-funded units.

III. MEMBERSHIP

A. Composition and Eligibility

1. The membership of the Committee shall consist of fourteen students, five university staff or faculty, a non-voting budget consultant from the VCSACL office, and a non-voting executive secretary appointed by the Chair.
2. The VCSACL shall appoint a Chair, who shall be a student member elected by the Committee. Both the Chair and Vice Chair must have

previously served on the Committee and shall be selected by the prior year's Committee members.

3. Collegial appointments shall consist of a Provost selected by the Council of Provosts, and one student member from each college selected by their respective college governments.
4. One student member shall be selected by the Associated Students of UCSD, and three student members shall be selected by the Graduate & Professional Student Association.
5. One faculty or staff member shall be appointed by the Dean, Graduate Studies.
6. One staff member shall be appointed by the VCSACL.
7. One faculty member shall be appointed by the VCSACL upon the recommendation of the Academic Senate.
8. One member from the budget office under the Vice Chancellor Chief Financial Officer shall be appointed by the Chancellor or their designee.
9. Occasional consultants to the Committee shall be selected from the campus-at-large with the approval of the VASACL.
10. The Executive Secretary shall be a member of the VCSACL staff.
11. If student member positions are vacant, the Committee reserves the right to appoint members by majority vote.
 - a The Committee may only appoint individuals once repeated requests for a candidate have failed, and the representative body has been notified that an application process will occur.
 - b Applications will be available to the general UCSD student body, which will include a written application and interview. All materials from an applicant shall be provided to current committee members at the discretion of the Chair and Vice Chair.
 - c The applicant must be from the population that their position represents.

B. Terms of Office

1. Committee members are required to be appointed to a one-year term.

2. Each term will commence at the beginning of summer and end at the conclusion of the following academic year.
3. Reappointment of members for additional terms shall be permitted. Members shall be subject to a confirmation interview by the Committee's leadership for each term.
4. All student members shall be appointed and confirmed no later than 5th week of Fall Quarter to begin their term.
5. The Chair and Vice Chair shall be appointed and confirmed no later than the 8th week of Winter Quarter.

C. Responsibilities of Members

1. All members are required to attend and participate in all meetings. If a member is unable to attend a meeting, they should notify the Chair and the Committee Secretary no later than twenty-four hours in advance.
2. All members are required to be involved in the thorough evaluations of units and other Committee functions.
3. All student members are required to attend meetings of the councils and associations they represent as required by those organizations.
4. If a member is not fulfilling member duties or has accrued more than two unexcused absences in a single quarter, any committee member may call a vote to determine whether the member will forfeit membership status. If confirmed by a two-thirds majority vote of the Committee, the Chair will request a replacement from the appointing body.

D. Conflict of Interest

1. An individual who (1) serves in a direct administrative capacity or (2) receives salary from a Student Services Fee-funded program, upon consultation with the Committee Chair, may participate in discussion on the budget, but shall not cast a vote on specific requests from units with which they have a conflict of interest. Members should inform the Committee Chair, in advance, if they have a potential conflict on a given budget.

E. Shadows

1. Any selecting body is encouraged to appoint shadows, in addition to regular members, for the purpose of training and replacement should a regular member withdraw, be temporarily absent for no more than two

meetings in one quarter or be in the final year of their term. The Chair must approve all shadows.

2. Shadows shall participate in all phases of Committee and subcommittee work, but do not hold voting privileges unless the Chair has been informed in advance that the alternate is serving as a proxy for their member.
3. In the event of a regular member's inability to fulfill appointed duties, a shadow may be elevated to regular member status upon recommendation of the selecting body, with final approval by the Committee.
4. Shadows shall begin their term immediately upon appointment.

F. Remuneration for Student Members

1. Stipends for members of the Committee are a reward for their service to UCSD. They are intended to encourage student participation and relieve financial burdens on student members, in exchange for their commitment to the Committee. The Chair, Vice Chair, and all student members of the Committee are considered Appointed Officials (Title Code 4329).
2. All regular student members (which excludes the Chair, Vice Chair, Executive Secretary, and shadows) shall receive a stipend equal to half the California Resident Undergraduate Student Services Fee and Education Fees for one academic quarter. The Chair and Vice Chair shall receive the same base amount for three and two academic quarters, respectively. The Executive Secretary shall receive one quarter of the base amount.
3. If a student member forfeits their membership under Section C above at any time during the Fall, Winter, or Spring Quarter, they also forfeit future stipends effective the date of separation.

IV. ORGANIZATIONAL PROCEDURES

A. Selection and Responsibilities of the Chair-Elect and Chair

1. Elections of the Chair
 - a. Only student members of the Committee, excluding shadows and the Executive Secretary, may be nominated.
 - b. The election will take place with sufficient time for the Chair-elect to organize members of the following year's Committee and be trained by the current Chair.

- c. A quorum of voting members must participate in the election.
- d. Voting shall be by secret ballot.
- e. Term of office will be for one year, starting at the beginning of summer and ending with the conclusion of the following academic year.
- f. No individual may serve as Chair of the Committee for more than two years.

4. Responsibilities of the Chair-Elect

- a. After election, the Chair-elect will immediately begin organizing the next year's Committee.
- b. The Chair-elect will provide information about the Committee and the duties entailed and, upon request, serve as an impartial consultant to the appointing body.

5. Responsibilities of the Chair

- a. Vote only in the event of a tie.
- b. Prepare and distribute the agenda for all regular and special meetings of the Committee.
- c. Call regular and special meetings.
- d. Preside at all meetings of the Committee and ensure that Committee practices are consistent with guidelines.
- e. Prepare the Committee's annual report of recommendations, with staff support, to the VCSACL.
- f. Represent the Committee before all campus and other organizations on matters of interest to the Committee, subject only to any limits the Committee may wish to impose.
- g. Serve on the Executive Board of the UC Council on Student Fees (CSF), or provide a designee from the student membership of the Committee.
- h. Train the Chair-elect.
- i. Coordinate orientation of new members and facilitate the exchange of information between outgoing and incoming members.

B. Selection and Responsibilities of the Vice Chair

1. Elections of the Vice Chair

- a. Only student members of the Committee, excluding the Executive Secretary, may be nominated.
- b. A quorum of voting members must participate in the election.
- c. Voting shall be by secret ballot.
- d. The term of office will be for one year, starting at the beginning of the summer and ending with the conclusion of the following academic year.
- f. No individual may serve as Vice Chair of the Committee for more than two years.

2. Responsibilities of the Vice Chair

- a. Serve as a voting member of the Committee.
- b. Oversee the unit evaluation process at the Chair's discretion.
 - a. Unless otherwise specified by the Chair in consultation with the Committee, the Vice Chair's primary role is to oversee the annual unit evaluation process.
- c. Advise the Chair and assist in executive action of the Committee.
- d. Represent the Committee before other UCSD organizations at the discretion of the Chair.
- e. Carry out the duties of the Chair in the Chair's absence.

C. Meetings

- 1. The Chair shall call the Committee together as soon as practicable after the beginning of the Fall Quarter.
- 2. Meetings shall be called as often as considered necessary by the Chair; however, it is strongly suggested that a regular meeting time be established.
- 3. For voting purposes, a quorum shall consist of two-thirds of currently appointed voting members.

4. Meetings shall be open to all members of the public; however, only members of the Committee may take part in the proceedings. Others may only take part in the meeting upon consent of the Chair prior to the meeting.
5. Deliberation and closed sessions will not be open to the public except at the Chair's discretion or by a two-thirds vote of the Committee.
6. Unless otherwise specified in this document, all meetings of the Committee will follow Robert's Rules of Order.

D. Minutes

1. The Executive Secretary shall be responsible for taking the minutes of all meetings and uploading the approved version on the SFAC website in a timely manner.
2. Minutes shall be approved by a simple majority at the following meeting.
3. The Committee may choose to forgo taking minutes during closed sessions.
4. The minutes must include the names of members who are Present, Absent and Excused.

E. Amendments

1. The Committee may amend this Charter with a two-thirds majority of voting members and with the endorsement of the VCSACL or their designee.

Respectfully submitted on April 19, 2004

Lincoln Hurlbut

CHAIRMAN, Registration Fee Advisory
Committee

Respectfully submitted on June 1, 2007

Garo Bournoutian

CHAIRMAN, Registration Fee Advisory
Committee

Respectfully submitted on October 15, 2010

Erik Van Esselstyn

CHAIRMAN, Student Fee Advisory
Committee

Respectfully submitted on November 12, 2010

Erik Van Esselstyn

CHAIRMAN, Student Fee Advisory
Committee

Respectfully submitted on June 1, 2016

Paul Tchir

CHAIR, Student Fee Advisory Committee

Respectfully submitted on June 9, 2017

Ellen Kim

CHAIR, Student Fee Advisory Committee

Respectfully submitted on May 1, 2020

Jenny Wu

CHAIR, Student Fee Advisory Committee

Respectfully submitted on June 25, 2025

Lanchi Nguyen

CHAIR, Student Fee Advisory Committee

Supporting Documents of the University of California, San Diego Student Fee Advisory Committee

I. OPERATIONAL PROCEDURE GUIDELINES

- a. General Guidelines
- b. Referenda Review Guidelines

II. REFERENCE DOCUMENTS

- a. General SSF Information
- b. Position Descriptions (Official and Unofficial)
- c. Training Documents

III. HISTORICAL DOCUMENTS

IV. MISCELLANEOUS DOCUMENTS

I. OPERATIONAL PROCEDURE GUIDELINES

a. General Guidelines

i. Committee Guidelines

1. Each member shall be furnished with the following:

- a. Description of Committee tasks.
- b. Current year schedule of meetings.
- c. Program definitions, format, reports, and evaluations.
- d. Budget data, including but not limited to: The entire Student Services Fee base budget and all revenue (based on enrollment) for the current academic year; the direct and indirect costs funded by the SSF; the permanent budgets, carry-forwards, and one-time allocations of SSF-funded units; and historical information for each program, service, or activity supported by the SSF as requested by the Committee.
- e. Other information pertinent to the Committee's functions upon request.

2. Subcommittees

- a. The Chair shall and Vice Chair shall form Unit Evaluation Subcommittees (UES).
- b. Each UES will be responsible for evaluating units' base budgets as well as assessing the effectiveness of programs and services the unit provides.
- c. Members of the Committee can serve as the lead of a UES on a volunteer or appointed basis by the Chair.
- d. Units should be evaluated on a revolving basis as determined by the Committee.
- e. The Chair or Vice Chair may, with the Committee's approval, form additional subcommittees, including an ad hoc subcommittee to examine and evaluate any proposed fee referenda or unit request.

- f. All subcommittees shall make written recommendations to the full Committee for review and approval.
- g. The Committee shall forward subcommittee reports, as necessary, to the VCSACL with the Committee's Annual Report, per § V.D.2 below unless earlier action is required (e.g. approval of language for a Winter Quarter referendum).

3. Attendance

- a. Absences may be excused at the discretion of the Chair or by two-thirds of the Committee membership.
- b. Absences and the forfeiture of membership shall be presented in the agenda under "Absences" at every meeting.
- c. The removal must be included in the agenda of the meeting. The Chair shall send a written confirmation a week before the meeting to the member who shall be dismissed.

ii. Operating Procedures

- 1. The Committee must determine appropriate operating procedures to fulfill its charge and duties.
- 2. Meetings and major tasks should be loosely scheduled as follows:
 - a. End of Summer Quarter / Early Fall Quarter
 - i. The Chair will work with the VCSACL Office to prepare and issue the budget call letter to all Student Services Fee-funded units. This letter shall be issued no later than the second week of Fall Quarter and allow units four weeks to prepare and submit their budget requests.
 - b. Fall Quarter
 - i. The Committee Orientation should take place as soon as new members are appointed, but no later than the 8th week of the Fall Quarter, or as soon as practicable.

- ii. The Committee shall establish guidelines for the review of program proposals and the development and coordination of annual programs; review any unresolved or urgent needs; and recommend the allocation of funds still available.
- iii. The Committee shall review and make necessary amendments to the agenda for the year, including special topics related to student services.
- iv. The Committee shall form Unit Evaluation Subcommittees (UES) for thorough evaluations of at least one unit annually.
- v. The Committee may form UES (one for each unit) consisting of voting members and any other persons the Committee deems relevant to making an evaluation of the unit.
 - 1. These focus groups shall meet with the Committee as a whole.
 - 2. The Committee shall utilize UES evaluations to make recommendations to the VCSACL.
- vi. The Committee may form dyads to evaluate unit requests and budgets immediately after units respond to the budget call letter.
- vii. The Committee may use surveys as a means of collecting student input on various aspects of student services.
- viii. The Committee may review the Regents' Budget and Target Budget, projected expenditures, and revised income estimates; ascertain Operational Program Reserves and Capital Improvement Program needs for the forthcoming and target years, including consideration of long-range needs in the period beyond the target year; and determine related funding requirements.

c. Winter and Spring Quarters

- i. The Committee may, within projected available income, recommend forthcoming year and target year allocations for all programs; capital outlay programs for the forthcoming and target years; and priorities for usage of the Student Services Fee. The Committee may also recommend a change in its own budget, which must be approved by the VCSACL.
- ii. The Committee may ask Student Affairs unit heads to attend Committee meetings to make presentations before the Committee as a whole.
- iii. The Committee will consider recommendations for level of fee in forthcoming years and make recommendations as to Committee function.
- iv. The Committee will propose an agenda for the following year, including special topics related to student services. The Chair will forward the agenda to the VCSACL Affairs for consideration in the development of the charge to the Committee, which shall be transmitted to the Committee in writing no later than 8th week of the Fall Quarter.

3. Priorities and Limitations of Fee Use

- a. A sufficient reserve shall be established and maintained to meet projected debt service obligations, salary reserve requirements, and capital needs, if appropriate.
- b. Recommendations for expenditures of funds may be made for projects or programs within accepted definitions of Student Affairs services and programs.
- c. The Committee will endeavor to adhere to the CSF Standing Policies when making recommendations for expenditures, in addition to the guidelines below:
 - i. Class One: Inappropriate for any Student Services Fee Funding
 - 1. Enrollment/Registrar/Admissions Services
 - 2. Financial Aid Administration

3. University Libraries
4. Alumni Affairs and Student Services
5. Planning and Budget Administrative Units
6. Instructionally-related Capital Improvements
7. Immediate Office of the Vice Chancellor for Student Affairs
8. Auxiliary Units (i.e. Housing and Parking Services)
9. Offices for Students with Disabilities

ii. Class Two: Inappropriate for Majority Student Services Fee Funding

1. Intercollegiate Athletic Programs
2. New Student/Transfer Student Orientation Programs
3. Learning Skills Center
4. Educational Opportunity Programs
5. International Student Programs

4. Submission of Proposals

- a. The various Student Affairs units will submit an annual budget incorporating all requests for funding and resources.
- b. The Committee and the VCSACL will make their best efforts to reach a consensus on the allocations and priorities of the budget proposals presented to the Committee through the following process:
 - i. The Committee's draft recommendations will be forwarded to the VCSACL no later than the 6th week of the Spring Quarter.

- ii. The Committee will review these draft recommendations with the VCSACL no later than the 7th week of the Spring Quarter.
- iii. The Committee will submit its final recommendation to the VCSACL no later than the 8th week of the Spring Quarter.
- iv. The VCSACL will provide, no later than the 9th week of the Spring Quarter, a written response to the final recommendations of the Committee indicating whether they concur with each recommendation and, if known at the time, how they generally intend to implement the recommendation(s). An additional written response on the implementation of the recommendations shall be provided to the VCSACL no later than the 8th week of the following Fall Quarter.
- v. If, after careful consideration, the VCSACL disagrees with a recommendation of the Committee, their written response will include reason(s) for their decision.
- vi. If budget revisions that differ from the final allocations are implemented, the Chair and/or Committee must be consulted.

5. Committee Resources

- a. Staff support and an operating budget for the work of the Committee are provided by the budget office of the Vice Chancellor Chief Financial Officer in Student Affairs.
- b. The Associate Vice Chancellor in the Chief Financial Office serves as an ongoing consultant to the Committee on University policies and procedures.

b. Referenda Review Guidelines

- i. Timeline for effectively giving input to the Vice Chancellor Student Affairs
- ii. Possible documentation of agreement between SFAC and VCSA
- iii. (See MOU for details)

II. REFERENCE DOCUMENTS

a. General Information

- i. SSF Documents (including how much goes to which units)
- ii. Documents on Budget Process
- iii. Should start with a report or other types of information from VCSA/CBO

b. Position Descriptions (Official and Unofficial)

Official descriptions of the Chair, Vice Chair, student members, and staff members to improve clarity on expectations and increase accountability. Should be included in application information. Unofficial descriptions for internal use to provide information to members on the specific duties of all positions.

i. Official Position Descriptions

1. Student Fee Advisory Committee (SFAC) Representative

- a. The SFAC Representative serves as a liaison between each of the college councils and SFAC. Responsibilities for this position include attending weekly SFAC meetings to advocate for the student interests of both the representative and larger UCSD body on the allocation of the Student Services Fee. The incumbent will perform intensive budget reviews, provide input on recommendations made to the VCSACL, and may be asked to perform work outside of regularly scheduled meetings. The SFAC Representative is encouraged strongly to serve more than one consecutive term.

2. Student Fee Advisory Committee (SFAC) Shadow

- a. The SFAC Shadow, like the SFAC Representative, serves as a liaison between each of the college councils and SFAC. They are subject to the same responsibilities, with the expectation of renewing their appointment as a Representative in the following year.

ii. Unofficial Position Descriptions

1. Chair

- a. Chair regular meetings.
- b. Eligibility can be found in Charter.
- c. Send weekly emails containing the minutes and agenda.
- d. Provide information to prospective successors and train elected successors.
- e. Maintain records of committee work for institutional memory.

2. Vice Chair

- a. Attend regular meetings.
- b. Eligibility can be found in the Charter.
- c. Support the Chair in executing unit evaluations as requested.
- d. Provide information to prospective successors and train elected successors.
- e. Maintain records of committee work for institutional memory.

3. Student Members

- a. Attend regular meetings.
- b. Perform regular work on evaluating units, deep dives, etc.
- c. Actively participate in unit evaluations and budget reviews as requested.
- d. Provide input through the creation of the Winter and Spring Reports.

4. Student Shadows

- a. Attend regular meetings.

III. HISTORICAL DOCUMENTS

a. Letter to Membership Appointment Bodies

This document will be distributed to each college council, AS, and GPSA to facilitate the implementation of the changes made to our Charter.

To whom it may concern:

In order to address issues that have arisen in SFAC regarding student membership, our committee has worked with various student leaders to develop potential solutions. Based on conversations with the Leadership of College Councils (LCC) and the AS President, we would like to propose the following changes: The inclusion of specific SFAC language in your respective applications and a two-round interview process for prospective SFAC applicants. Details on each of these two changes are provided below. The purpose of these two, small but important changes is to standardize the appointment process for student SFAC members and provide SFAC with an opportunity to ensure that appointees meet a minimum standard of qualification for the position. If you or your council have any concerns about these changes, please do not hesitate to contact me or your SFAC representative.

The first proposed change is for the college councils to include a standardized, specific position description for the SFAC Representative in their applications (See below for description). Our purpose is to ensure each college is providing consistent, detailed information to potential applicants. To achieve this goal, we request that you include the following language to your applications.

The Student Fee Advisory Committee (SFAC) Representative serves as a liaison between the Council and SFAC. Responsibilities for this position include attending weekly SFAC meetings to advocate the student interests of both the representative and larger UCSD student body in the allocation of the Student Services Fee. The SFAC Representative is encouraged strongly to serve more than one consecutive term.

Based on discussions within SFAC and with various student leaders, the second proposed change is the implementation of a two-round interview process of SFAC applicants. The first round will be the interview performed by the college councils, as is currently the procedure. The second round will consist of a brief meeting with the SFAC Chair and Vice Chair to ensure the applicant meets minimum standards of commitment to the position, such as the willingness and ability to attend meetings regularly and communicate effectively. Please note that we fully trust the decisions of the college councils, and this would only serve to provide SFAC with minimal involvement in the appointment process. This would allow SFAC, for example, to deny an applicant who has served unsatisfactorily in the past or who does not have the ability to commit sufficient time to the committee. Please notify applicants of this two-round process as needed.

If you have any questions or concerns, feel free to contact me directly or consult your current SFAC Representative. Please also note that, due to very recent amendments to our bylaws, the term of your current SFAC member will be ending this quarter. This is to standardize appointments across the college i.e. all student members will begin Spring Quarter and serve a term of one year before being required to reapply to serve another term. I apologize for any inconvenience this may cause you during your appointment process, and I will be glad to help with any concerns you may have about this change. We thank you in advance for understanding the difficulties of establishing effective membership policies and appreciate your continued input in this process.

IV. MISCELLANEOUS DOCUMENTS

a. SSF-funded Unit Evaluation Process

- i. To ensure that SFAC produces useful and meaningful contributions to the VCSACL's deliberations on the expenditure of the SSF, we define the agreed upon process for evaluating SSF-funded units. This unit evaluation process is known colloquially as the Deep Dive Process.
 1. Step 1: Dyads of 2-3 SFAC members meet with SSF-funded departments to gather information. They will receive presentations and have the unit complete the SFAC Questionnaire. This will reduce the amount of time the committee spends on presentations and improve efficiency. By the end of Fall Quarter, each unit recommended for annual review will have receive a medium-depth evaluation.
 2. Step 2: SFAC will combine this expertise with student feedback, gathered from town hall meetings and student committee members, to make a set of Winter Recommendations. Each dyad should produce a report.
 3. Step 3: Beginning in Winter Quarter and continuing as needed into Spring Quarter, SFAC will conduct deep dives on 2-4 departments, units, or programs as it sees fit. A minimum of two Student Affairs units, as selected based on a 3-year rotating schedule, should be analyzed each year. The Committee may also choose to perform a deep dive analysis of additional departments, units, or programs deemed to be in urgent need of review. The Deep Dive Process will be as follows:
 - a. An SFAC dyad will meet with each unit and complete an in-depth set of follow-up questions.

- b. Results from the meeting will be discussed within the Committee.
- c. The dyad or other representatives from the Committee will be back sent to the unit to ask further questions or request an additional presentation.
- d. SFAC will send the unit a statement (including recommendations and concerns) and establish a follow-up (e.g. expectations for future reviews).

4. Step 4: After unit evaluations are finished in Spring Quarter, the Committee should create a final Annual Report for use by the VCSACL.

b. Evaluation of Referenda Language

- i. Also included is a reaffirmation of the role of SFAC in the process of reviewing potential referenda language. SFAC shall have a reasonable opportunity to review proposed referenda language before it is approved by the VCSA, and the VCSA shall make a reasonable effort to consider suggested changes. If SFAC does not provide input on the referenda language within the predetermined amount of time, it shall forfeit its authority to make official suggestions regarding the language.
- ii. In its evaluation, SFAC may choose to review the cost models, proposed uses of the new fee, and how the new fee may affect current funding allocations, including, but not limited to, base SSF allocations. SFAC may also provide other recommendations or statements for inclusion in the referenda language, as deemed appropriate by the committee.